PREPARATION OF CAMERA-READY TYPESCRIPT: COMPUTER MODELLING AND NEW TECHNOLOGIES

1. In order to format your manuscript correctly, see the Page Layout Guideline for A4 (21 cm x 29,7 cm) paper size. Page Layout should be as follows: Top – 3 cm, Bottom – 3 cm, Left – 3 cm, Right – 3 cm.
2. Maximum length for the article is **10 pages**.
3. **Using of other Styles with the exception of Normal is not to be allowed!**
4. ***Articles*** should be Times New Roman typeface, single-spaced.
5. The article should include:
   - title;
   - author's name(s) and information (institution, city, country, the present address, phones, and e-mail addresses);
   - abstract (100-150 words);
   - keywords (max. 6);
   - introduction – clear explanation of the essence of the problem, previous work, purpose of the research and contribution;
   - description of the research;
   - conclusion section (this is mandatory) – should clearly indicate on the advantages, limitations and possible applications;
   - references.

   Attention! First name, last name, the title of the article, abstract and keywords must be submitted in the English and Latvian languages (in Latvian it is only for Latvian authors) as well as in the language of the original (when an article is written in different language).
6. The text should be in clear, concise English (or other declared language). Please be consistent in punctuation, abbreviations, spelling (***British English***), headings and the style of referencing.
7. ***The title of the article*** – 14 point, UPPERCASE, style Bold and centred.
8. ***Author's names*** – centred, type size 12 point, Upper and lower case, style Bold Italic.
9. ***Author's information*** – 10 point, Upper and lower case, style Italic, centred.
10. ***Abstract and keywords*** – 8 point size, style Normal, alignment Justify.
11. ***The first level Headings*** – 11 point, Upper and lower case, style Bold, alignment Left. Use one line space before the first level Heading and one line space after the first level Heading.
12. ***The second level Headings*** – 10 point, Upper and lower case, style Bold, alignment Left. One line space should be used before the second level Heading and 1/2 line space after the second level Heading.
13. ***The third level Headings*** – 10 point, Upper and lower case, style Italic, alignment Left. One line space should be used before the second level Heading and 1/2 line space after the third level Heading.
14. ***Text*** of the article – 10 point, single-spaced, alignment Justify.
15. The set of ***formulas*** on application of fonts, signs and a way of design should be uniform throughout the text. The set of formulas is carried out with use of editors of formulas MS Equation 3.0 or MathType. The formula with a number – the formula itself should be located on the left edge of the text, but a number – on the right one. Font sizes for equations are the following: 11pt – full, 7pt – subscripts/superscripts, 5pt – sub- subscripts/superscripts, 16pt – symbols, 11pt – subsymbols.
16. All ***Figures*** – must be centred. Figure number and caption always appear below the Figure, type size 8 point.

Figure 1. This is figure caption

Diagrams, Figures and Photographs – must be of high quality, in format *.TIFF, *.JPG, *.BMP with resolution not less than 300 dpi. Also formats *.CDR, *.PSD are possible. Combination of Figures in format, for instance, *.TIFF with elements of the in-built Figure Editor in MS Word is prohibited.

17. ***Table Number and Title*** – always appear above the Table. Alignment Left. Type size 8 point. Use one line space before the Table Title, one line space after the Table Title and 1/2 line space after the Table.

Table 1. This is an example of a Table

Heading	**Heading**	**Heading**
Text	Text	Text
Text	Text	Text

18. ***References*** in the text should be indicated by a number in square brackets, e.g. [1].
References should be numbered in the order cited in the manuscript. The correct format for references is the following:

*Article***:** author, title, journal (in italics), volume and issue number, year, inclusive pages
Example: 1. Amrahamsson M., Wandel S. A Model of Tearing in Third – Party Logistics with a Service Parts Distribution Case Study, *Transport Logistics*, Vol. 1, No 3, 1998, pp. 181-194.

*Book***:** author, title (in Italics), location of publishers, publishers, year, whole pages
Example: 2. Kayston M. and Fried W. R. *Avionic Navigation Systems.* New York: John Wiley and Sons Inc, 1969. 356 p.

Conference Proceedings: author; title of an article; proceedings (in italics); title of a conference, date and place of a conference; publishing house, year, concrete pages
Example: 3. Canales Romero J. A First Step to Consolidate the European Association of Aerospace Students in Latvia (Presented by the Munich Local Group). In: *Research and Technology – Step into the Future: Programme and Abstracts. Research and Academic Conference, Riga, Latvia, April 7–11, 2003, Transport and Telecommunication Institute.* Riga: TTI, 2003, p. 20.

19. ***Authors Index***
Editors form the author's index of a whole Volume. Thus, all contributors are expected to present personal colour photos with the short information on the education, scientific titles and activities.
20. ***Acknowledgements***
Acknowledgements (if present) mention some specialists, grants and foundations connected with the presented paper. The first page of the contribution should start on page 1 (right-hand, upper, without computer page numbering). Please paginate the contributions, in the order they are to be published. Use simple pencil only.
21. **Articles poorly produced or incorrectly formatted may not be included in the proceedings**.